

MANDATORY COURSES

Montgomery County is committed to providing a workplace that promotes fairness, equity and safety for all its employees. We also have a responsibility to comply with federal, state and county laws. To ensure managers and employees are aware of the County's policies, we provide mandatory training for all employees. It is the responsibility of employees and their managers to ensure that appropriate training is taken.

County Employee courses:

- ❖ **Preventing Workplace Harassment** (formally called *Preventing Sexual Harassment*)
 - All employees must complete this course in the first three months of employment.
 - Employees are also required to take a refresher course every 3 years.
- ❖ **Security Awareness (ISATP)**
 - Required computer based training course (CBT) for all employees with a County username and password. The CBT should be completed in the first three months of employment – <http://portal.mcgov.org/ft/>
- ❖ **Limited English Proficiency**
 - Required for all frontline employees.
- ❖ **Interviewing and Selecting Employees**
 - Required for all interviewing panels and hiring managers

Manager's and supervisor's courses:

- ❖ **American's with Disability Act: Employment Law**
- ❖ **Don't Let It Happen to You – Workplace Violence**
- ❖ **EEO/Diversity Management**
 - This course is required every 3 years.
- ❖ **Introduction to Managing in a Union Environment** (formerly called Basic Labor/Employee Relations for Supervisors)
- ❖ **Planning for Excellence: Performance Management Basics**
- ❖ **Substance Abuse in the Workplace: The Supervisor's Role**
 - For supervisors of CDL holders.

Employee Requested Transcripts

Can be obtained by logging into the Online Training System.

Department Liaison and Manager Requested Transcripts

Contact the Training and Organizational Development team:

Phone: 240-777-5116

Email: humanres.trainivr@montgomerycountymd.gov